

South Campus Quarter

Summer 2017 Move-In Information

Welcome to South Campus Quarter! The information provided below is designed to help your move-in process go smoothly. If you are a current or returning tenant, please review the sections that pertain to you. All documents referenced are also available on our website. If you have any questions, please contact the office at 513-523-1647 or office@southcampusquarter.com.

Move-In Date

- Your lease begins on **May 22, 2017** (*or as stated in your lease*). Please call 513-523-1647 to schedule an appointment. We will be available Monday through Friday, 9:00 am to 5:00 pm, and Saturday and Sunday by appointment only. All appointments must be made at least **24 hours** in advance.

Summer rental: Please make an appointment to pick up keys.

Summer storage: You will not be issued keys; you will need to contact the office and arrange to have your residence unlocked for you. We will re-lock the residence at the close of business hours or when you are done moving in belongings, whichever happens first.

Payment

- Summer rent is due on **May 1, 2017**. You will not be permitted to pick up keys if either your or your roommates' rent is not paid. You may mail payment to: **South Campus Quarter, P.O. Box 622, Hamilton, OH 45012**. If mailing a check it must be received at the office prior to key pick up.

Utilities

Summer rental: Tenants are required to set-up the utilities in their name starting on or before their move-in date. Written proof of transfer must be shown before any keys will be issued. You may also want to set up internet and cable TV service. See the [Utility Information](#) page for more information.

Summer storage: Tenants are not required to put utilities in their name prior to moving in belongings, but must do so before getting keys in August.

Parking

- **Campus Courts, Bern Street, and 308 S. Campus Ave. Apartments:** There is no cost for summer parking, but you still need to register your vehicle by returning the [Annual Parking Registration & Lottery Form](#). Once you turn in your form you will NOT need to turn it in again for the school year parking permit lottery. Winners will be announced after **August 1, 2017**. Please review [Parking Rules and Regulations](#).
- **Campus Commons Duplexes:** Parking in front of Campus Commons on Rose, Bern, Poplar, and Wooster streets is 24/7 City of Oxford Residential Permit Parking (RPP). You must have a valid permit to park here at any time. See the [Campus Commons Parking Information](#) page for more information.

Move-in Inspection Sheet

- When you are issued keys for your residence, we will give you a Move-in Inspection Checklist. Please complete and return the Move-in Inspection Checklist within 10 days of the first person picking up keys. Any forms turned in after 10 days will be considered invalid.